

Speaking (20 pts)

- A. Work with a partner. Choose a situation: work, study or social. Take turns to explain your problems and offer help, using the Language for speaking box to help you.

Situations: Work You are going to have a meeting with your colleague. 1. You don't know where the meeting room is. 2. It's important someone makes notes. 3. You want to organize another meeting, but you are very busy. Study Your partner is doing the same course as you. 1. You don't understand question number 4. 2. You missed the class this morning. 3. You don't have any paper to write notes. Social You are going on holiday with your partner. 1. You can't remember what time the taxi is going to arrive. 2. You can't find the plane ticket. 3. You need something to read for the journey.	LANGUAGE FOR SPEAKING making offers When we offer to do something, we use: <i>Shall I (do) ...?</i> <i>Why don't I (do)?</i> <i>Would you like me to (do) ...?</i> <i>I'll (do)</i> <i>Let me (do)</i> Sample Conversation – Work Situation A: We have a meeting today, but I don't know where the meeting room is. B: Shall I check the room number for you? A: Thanks! That would be great. Also, it's important someone makes notes. B: Would you like me to take notes during the meeting? A: Yes, please. I really appreciate it. One more thing... I want to organize another meeting, but I'm very busy this week. B: Why don't I send an email to schedule the next one? A: That would really help, thank you!
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Listening (20 pts)

- B. ▶ Listen to three people talking about what they are going to do differently in the new year and answer the questions.

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| <ol style="list-style-type: none"> 1. Who is going to go swimming every day?
A. John
B. Sally
C. Darren 2. Who is going to tidy the garden?
A. John
B. Sally
C. Darren 3. Who is going to try to make new friends?
A. John
B. Sally
C. Darren | <ol style="list-style-type: none"> 4. Who is going to cycle more often?
A. John
B. Sally
C. Darren 5. Who is going to start photography classes?
A. John
B. Sally
C. Darren 6. Who is going to eat more healthily?
A. John
B. Sally
C. Darren |
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- C. ▶ Put the words in the correct order to make offers, then listen to five sentences and match each sentence to an offer.

a some / Why / sandwiches / I / make / don't ?

b repair / you / me / Would / to / like / it ?

c new / I / words / Shall / teach / some / you ?

d the / after / children / look / I'll .

e for / the / me / meeting / you / documents / organize / Let / for / the .

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

Writing/Grammar (25 pts)

D. Complete the sentences. Choose the correct answer from the words in *italics*.

1. Every morning, I *make* / *look after* sandwiches to take to work for lunch.
2. Last week, Hattie's neighbours were on holiday so she *taught* / *looked after* their cat.
3. I work for a charity. We *teach* / *visit* elderly people every Saturday and help them with housework and shopping.
4. Maria is a Spanish teacher at a university and she loves her job. She also *teaches* / *organizes* children in her free time.
5. My father helped me *improve* / *repair* my broken sofa.
6. You can help the environment if you *plant* / *paint* a tree.
7. Some companies *organize* / *make* a sporting event for employees and their families.
8. At my son's school, the students *paint* / *improve* the classrooms every year.
9. You can *improve* / *make* your office by putting some pictures on the walls.
10. Katia likes to *teach* / *help* her grandfather with cooking and cleaning his house.

E. Complete the sentences with the correct word. Choose *very*/*really* or *really*.

1. American cars are _____ big.
very/really OR *really*
2. The film I watched last night was _____ excellent.
very/really OR *really*
3. I went to New York for my holiday. It was _____ amazing.
very/really OR *really*
4. Zara was _____ happy with her new car.
very/really OR *really*
5. My team lost the football match 5-0. It was _____ awful to watch.
very/really OR *really*
6. There is a _____ brilliant music teacher at my children's school.
very/really OR *really*
7. John is a _____ good painter.
very/really OR *really*
8. I visited Russia last month. It's a _____ huge country.
very/really OR *really*
9. Bob is a _____ important member of the team.
very/really OR *really*
10. Jana lives in a _____ tiny flat in the centre of London.
very/really OR *really*

F. Complete the conversation with the correct form of *going to*.

Sam Hi Victor, what ¹ _____ do this weekend?

Victor Well, the weather forecast is bad so ² _____ play tennis in the park. I think I'll stay at home and paint the living room instead. And you?

Sam My wife and I ³ _____ visit her parents. I think it ⁴ _____ be nice because we have a booking at their favourite restaurant for dinner.

Victor ⁵ _____ drive or take the train?

Sam The train is quicker and my wife doesn't like my driving!

Victor Well, have a good time!

G. Choose the word with a similar meaning to the underlined words in the sentences.

1. I don't like driving in the city. It makes me feel anxious.
happy / worried
2. It's vital that we all work together to make the project successful.
very important / useless
3. You should write accurately in the English test.
correctly / badly
4. My local park is really peaceful at six o'clock in the morning when I go for a run. I'm often the only person there.
quiet / busy
5. People shouldn't abandon their pets in the street when they don't want them anymore.
leave / give food to

H. Make one sentence using the infinitive of purpose from each pair.

1. I'm learning English. I want to get a better job.

2. People often travel by bus. They want to save money.

3. Boris is doing lots of exercise. He needs to lose weight.

4. Donna joined a photography club. She wanted to meet new people.

5. I'm going to visit my sister. I want to see her new baby.

I. Choose one of the ideas below or use your own ideas. Answer questions 1-4 to help you plan your notice and then write your notice. Use the Language for writing to help you.

LANGUAGE FOR WRITING addressing your reader

- When you write something, it is important to know your reader and to write in a suitable way. Ask these questions: Who is the reader? What information does the reader need?
- Use formal language in notices with people you don't know very well, and informal language with people you know.
- To sound informal ...
 - 1 use ellipsis, e.g. *Are you Tired of studying alone?*
 - 2 use exclamation marks, e.g. *Working together is more fun!*
- To sound more formal ...
 - 1 write full sentences.
 - 2 don't use contractions, e.g. *we are* and not *we're*.
 - 3 use more formal expressions, e.g. *Would you like ...?*
NOT *Do you want ...?*

Ideas:

- Sell something
- Organize a charity event
- Start a study group/book club/dance class, etc.
- Rent a room in your house/flat
- Start a football team/running group, etc. at work

Questions:

1. Who is the reader, e.g. students, parents, colleagues, local people, etc.?

2. How well do you know them? How formal/informal should you be?

3. How can you make them 'notice' your notice?

4. What information do they need to know? Think of at least five things to ask/tell them, e.g. times, places, what you want, what to bring, etc.

Notice:

Reading (20 pts)

J. Read the text and choose the correct part of speech for the underlined words.

Working as a volunteer is a great way to help your local community. It makes you feel worthy because you are helping others. You can contribute your time or skills to a good cause. It's a good thing for people to work enthusiastically to help others.

- 1 noun / verb / adjective / adverb
- 2 noun / verb / adjective / adverb
- 3 noun / verb / adjective / adverb
- 4 noun / verb / adjective / adverb
- 5 noun / verb / adjective / adverb

K. Read the text. Complete the sentences with one or two words from the text.

Building a team at work

Nowadays most people work in teams. For managers, it's important to understand that the team is like a community where everyone works together. Firstly, managers need to think about what the team is going to do. They also need to think about what each person is going to do. Finally, they need to think about the problems the team might have during the work they're going to do.

According to some people, the most important person in a team is the manager because they help organize the team. But in general all the team members are really important. This is why the team should work like a community. The job of the manager is to find out what each team member is good at and organize the team well. Some people might need training to improve their skills; other people might need to work from home. Managers need to think about all the possibilities. Then they can have a better idea of how the team is going to work. If you have a good team who work well together, it should be really easy to solve any problems.

1. These days colleagues in a company generally work _____.
2. Managers should know that a team is similar to _____.
3. Managers need to think about possible _____ the team might meet in the future.
4. Managers should organize _____ for staff to make their skills better.
5. A good team means finding answers to problems should be _____.

L. Read the text again. Decide if the sentences are true (T) or false (F). If there is no information about this, choose 'not given' (NG).

1. Managers only need to think about what the team is going to do, not the individuals. _____
2. Everyone thinks the manager is the most important person in a team. _____
3. The manager should learn about the team members and their skills. _____
4. Working from home improves people's team work. _____
5. The manager is the only person who can find answers to a team's problems. _____